



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

Canc frp: Aug 98

IN REPLY REFER TO
OPNAVNOTE 5450
Ser 09B22/7U509625
15 AUG 1997

OPNAV NOTICE 5450

From: Chief of Naval Operations

Subj: ESTABLISHMENT OF HUMAN RESOURCES SERVICE CENTER (HRSC),
CAPITAL REGION, WASHINGTON, DC

Ref: (a) OPNAVINST 5450.169D
(b) SNDL, Part 2

1. Purpose. To implement Secretary of the Navy approval to establish the subject shore activity per reference (a).
2. Background. SECNAV has directed that base level civilian personnel functions be regionalized. In its final configuration, a total of eight HRSCs will report to one Human Resources Operations Center (HROC). Resources from the Department of the Navy human resources community will be realigned to staff these new activities. In addition to the reorganization of base level civilian personnel functions, the Office of Civilian Personnel Management (OCPM) and its Regional Offices will be disestablished by the end of FY97. This action is in support of the reconfiguration.
3. Organizational Change. Establish Human Resources Service Center, Capital Region, Washington, DC effective 1 January 1998. The following applies:

Establishment

Effective Date

Director
Human Resources Service Center
Capital Region
Naval Security Station
Building 3
3801 Nebraska Ave NW
Washington DC 20393-5230

1 January 1998

(SNDL: D1D4)
(PLA: HRSC CAPITAL WASHINGTON DC)
(Activity Code: 3447-050)
(UIC: 69217)

a. Mission. To provide effective centralized personnel management services to all commands and activities within its boundaries; to maintain a comprehensive personnel management program to accomplish this mission, and to perform such other functions and tasks as may be directed by higher authority.

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- b. Area Coordination. COMNAVDIST Washington DC
- c. Major Claimant. AAUSN
- d. Command and Support. Secretary of the Navy through the Assistant Secretary for Manpower and Reserve Affairs (ASN (M&RA)):

<u>Echelon</u>	<u>Command and Support</u>
2	Director, Human Resources Operations Center, Arlington, VA
3	Director, Human Resources Service Center, Capital Region, Washington, DC

4. Action

a. Director, HROC will take action to establish subject shore activity.

b. NAVCSRF, Honolulu, HI will add the Plain Language Address (PLA) to the Common Source Route File effective 1 January 1998 unless otherwise directed via official correspondence. Correspondence concerning the PLA should be forwarded to NAVCOMTELSTA (Code N353), Washington, DC 20374-1435.

c. N09B22 will revise reference (b).

5. Cancellation Contingency. This notice may be retained for reference purposes. The organization action will remain effective until changed by N09B.



GARY G. YOUNES
DIRECTOR
ORGANIZATION, RESOURCES
MANAGEMENT DIVISION (ACTING)

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